



Job Description

Position: HR Manager (Reporting and HR Operations)

Accountable to: Head of HR

General Statement of Responsibilities

Across the Jerudong International School (JIS) group of schools, we challenge ourselves, respect others and inspire positive change. We develop our schools through holistic school improvement in four interlinked key areas – Curriculum, Community, Capacity and Campus. Our student profile empowers students to think critically whilst actively engaging in lessons. We build capacity by ensuring students develop resilience by giving them opportunities to lead. We ensure students recognise their roles as global citizens alongside the many communities that exist within school.

We have three core values that epitomise our approach to holistic, international education. Each of these values leads to two areas that form our six school aims.

CHALLENGE : We challenge ourselves to step outside our comfort zones, developing our resilience now to prepare for whatever the future may bring.

RESPECT : Our strength is built on relationships that embrace diversity. This means listening with empathy and communicating kindly.

INSPIRE : We reflect, innovate and create to tackle meaningful issues. Every one of us has a responsibility to inspire positive change.

It is the responsible of all staff to demonstrate these values themselves, with colleagues and with the students.

Role Overview: The HR Manager (Reporting and HR Operations) is responsible for overseeing the HR support team for human resources management within the school. This role involves managing HR systems and reportings as well as overseeing day-to-day HR operations. In addition the HR Manager will collaborate with various departments to support the training for the admin and operational team as well as ensure the staff appraisals process and contract renewals are completed on time.

Key roles (subject to change and development):

A. Operation oversight

1. Streamline and enhance HR processes to improve efficiency and employee support
2. Work closely with cross functional teams to address operational challenges and implement solutions
3. Maintain employee relations by addressing queries on issues related to benefits and compensations
4. Travel quote coordination for staff travel allowance and flights

5. Monitor HR systems and databases by ensuring it is accurate and up to date:
 - a. Monitor HR systems and databases to ensure accuracy, completeness, and up-to-date information.
 - b. Conduct regular reviews of HR data to identify discrepancies and implement corrective measures.
 6. Manage staff contract renewals/appraisals:
 - a. Prepare list of staff due for contract renewal 12 months prior to expiry dates of contract
 - b. Prepare contract renewal forms for contract preparation
 - c. Review renewal contracts before issuance
 - d. Ensure police clearance renewals are obtained after contract renewal signing
 - e. Manage appointments and renewals of internal positions of responsibilities including issuance of confirmation letters
 7. Oversee the house arrangement for staff
- B. HR reporting
1. Develop and implement HR reporting systems
 2. Ensure monthly reports are submitted to the Head of HR every 5th of the month :
 - a. Provision of staff gratuity
 - b. Provision of medical insurance
 - c. Payroll schedule
 - d. Provision for other benefits
 3. Support the Head of HR with audit and reporting
- C. Training and development for the operation and administration team
1. Oversee the professional development training by identifying training needs for each department by working with the respective Line Managers
 2. Coordinate the registration and other bookings pertaining to the training
- D. Others
1. Manage performance appraisals for HR staff under the HR Managers's supervision
 2. Undertake additional tasks as assigned from time to time by the Head of HR Department, acknowledging the dynamic nature of the work environment and the need for flexibility

**PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF
(HR MANAGER)**

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma and above in related field 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Minimum 3 years work experience in similar post • Proficient ICT user • Excellent administrative skills • Experience in using HR system and database • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Other work experience within an office/admin environment • Competence in Chinese and Malay languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence
Professional Skills	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Caring, positive, honest and open • Respect and awareness for confidentiality • Ambitious and willing to learn • Self-motivated and energetic • Dedicated and hard working • Citizen or Permanent Resident of Brunei Darussalam 	<ul style="list-style-type: none"> • Ability to maintain a professional manner under pressure • Proactive in self-development